



TO: ALL USDA EMPLOYEES WITH ACCESS TO CLASSIFIED INFORMATION

FROM: Susan Gulbranson
Chief, PDSD

OCT - 3 2008

SUBJECT: Responsibilities of Employees Cleared for Access to Classified Information

The safeguarding of classified information affecting the military, economic, or foreign relation interests of the United States is an important responsibility. Employees cleared for access must take every precaution against the unauthorized disclosure of any classified information.

Listed below are required security measures for handling and safeguarding classified materials:

1. To receive classified information, an individual must have a security clearance equal to the level of the classified information being received and must possess a "need-to-know." Classified information is not to be disclosed to an individual merely by virtue of his/her position.
2. Classified information must never be discussed over standard telephone lines. Discussions of classified information should only be conducted in areas where you perform official duties. You must ensure that when discussing classified information, the area is clear of any unauthorized personnel.
3. Classified documents must remain in your physical possession or secured in your office except when attending intra-Department meetings or when transmitting them to authorized individuals. When transmitting classified documents, they must be transferred in accordance with security regulations (e.g., double wrapped; sent by secure fax; etc.) to an individual authorized to receive the information.
4. You must secure all classified documents when leaving your office unattended.
5. Material classified (**Top Secret**, **Secret**, or **Confidential**) must be stored in a safe with an approved, built-in, three-position, dial-type, changeable combination lock as listed on the GSA Supply Schedule. In addition, an approved container containing **Top Secret** material must be located in an enclosed area with an electronic alarm system that summons an armed guard or police officer within 15 minutes.
6. Publication of any classified information in an unclassified publication is strictly prohibited.

For additional information and assistance regarding information security, contact the Personnel and Document Security Division at (202) 720-7373.

Revised 2/07